(ബി) എങ്കിൽ മറ്റ് സർക്കാർ, അർദ്ധ സർക്കാർ സ്ഥാപനങ്ങൾക്കു കൂടി ഇത് ബാധകമാക്കുമോ ;

(സി) തീരുമാനമെടുത്തിട്ടില്ലെങ്കിൽ, ഐ.എച്ച്.ആർ.ഡി., ഹെഡ് ആഫീസിൽ 55 വയസ്സ് കഴിഞ്ഞിട്ടും സർവ്വീസിൽ തുടരുന്ന അഡ്മിനിസ്ട്രേറ്റീവ് ആഫീസറെ പുറത്താക്കാനുള്ള നടപടി സ്വീകരിക്കുമോ ?

ഉത്തരം

(എ) ഇല്ല.

(ബി) ഉദിക്കുന്നില്ല.

(സി) പരിശോധിക്കുന്നതാണ്.

പുതിയ തസ്തികകളുടെ ചെലവ്

25 (25) ശ്രീ. എ. കെ. മണി : താഴെ കാണുന്ന ചോദ്യങ്ങൾക്ക് മുഖ്യമന്ത്രി സദയം മറുപടി നൽകുമോ :

(എ) ഈ ഗവൺമെന്റ് അധികാരത്തിൽ വന്നതിനുശേഷം എത്ര തസ്തിക സൃഷ്ടിച്ചിട്ടുണ്ട് ;

(ബി) അതിൽ ഗസറ്റഡ് തസ്തിക എത്ര ; നോൺ ഗസറ്റഡ് തസ്തിക എത്ര ;

(സി) ഈ തസ്തികൾക്കുവേണ്ടി പ്രതിവർഷം എന്തു തുക ചെലവ് വരുമെന്ന് കണക്കാക്കപ്പെടുന്നു ?

ഉത്തരം

(എ-സി) വിവരം ശേഖരിച്ചുവരുന്നു.

ആശ്രിതർക്ക് നിയമനം നൽകുന്ന വ്യവസ്ഥകൾ

26 (26) ശ്രീ. ടി. എസ്. ജോൺ : താഴെ കാണുന്ന ചോദ്യങ്ങൾക്ക് മുഖ്യമന്ത്രി സദയം മറുപടി നൽകുമോ :

(എ) സർക്കാർ സർവ്വീസിൽ ആശ്രിതർക്ക് നിയമനം നൽകുന്നത് സംബന്ധിച്ച വ്യവസ്ഥകൾ എന്തെല്ലാം ; ഇതു സംബന്ധിച്ച ഉത്തരവുകളുടെ പകർപ്പ് ലഭ്യമാക്കുമോ ;

(ബി) ആശ്രിത നിയമനത്തിനുള്ള വരുമാന പരിധി എത്ര ; കുടുംബ വരുമാനം നിശ്ചയിക്കുന്നതിനുള്ള മാനദണ്ഡം വ്യക്തമാക്കാമോ ;

(സി) ശമ്പളത്തിലെ ഏതെല്ലാം ഇനങ്ങളാണ് വരുമാനത്തിന് കണക്കാക്കുന്നത് ;

(ഡി) വരുമാനം കൂടുതലുള്ള ആർക്കെങ്കിലും വ്യവസ്ഥകൾ ഇളവ് ചെയ്ത് നിയമനം നൽകിയിട്ടുണ്ടോ ; എങ്കിൽ വിശദാംശം വെളിപ്പെടുത്തുമോ ?

LIBRARY ARCHIVES Kerala Legislative Assembly

ഉത്തരം

(എ) ആശ്രിതർക്ക് നിയമനം നൽകുന്നതിനുള്ള വ്യവസ്ഥകൾ ഉൾക്കൊള്ളിച്ചുകൊണ്ട് 24-5-1999-ലെ ജി.ഒ.(പി) നമ്പർ 12/99/ഉഭപവ.18-11-1999-ലെ ജി.ഒ.(പി) നമ്പർ 24/99ഉഭപവ എന്നീ ഉത്തരവുകൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. ടി ഉത്തരവുകളുടെ പകർപ്പുകൾ അനുബന്ധമായി ചേർക്കുന്നു.†

(ബി) വാർഷിക കുടുംബ വരുമാനം ഒന്നര ലക്ഷം രൂപയിൽ കൂടാൻ പാടില്ല. കുടുംബാംഗങ്ങളിൽപ്പെട്ട എല്ലാപേരുടേയും കുടുംബ പെൻഷൻ ഒഴികെ മറ്റ് എല്ലാ മാർഗ്ഗങ്ങളിലുമുള്ള യഥാർത്ഥ വരുമാനമാണ് കുടുംബ വരുമാനമായി കണക്കാക്കുന്നത്. പ്രത്യേകം താമസിക്കുന്ന വിവാഹിതരായ കുടുംബാംഗങ്ങളുടെ വരുമാനം കുടുംബവരുമാനം കണക്കാക്കുന്നതിന് കണക്കിലെടുക്കുകയില്ല.

(സി) ശമ്പളവും മറ്റ് അലവൻസുകളും വരുമാനം കണക്കാക്കുന്നതിന് കണക്കിലെടുക്കുന്നു.

(ഡി) വിവരം ശേഖരിച്ചുവരുന്നു.

നിയമനത്തിനായുള്ള റാങ്ക്‌ലിസ്റ്റ്

27 (27) ശ്രീമതി ഭാർഗ്ഗവി തങ്കപ്പൻ : താഴെ കാണുന്ന ചോദ്യങ്ങൾക്ക് മുഖ്യമന്ത്രി സദയം മറുപടി നൽകുമോ :

(എ) സംസ്ഥാനത്തെ പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ വിവിധ ആഫീസുകളിൽ നിയമനത്തിനായുള്ള എത്ര റാങ്കുലിസ്റ്റുകൾ നിലവിലുണ്ട് ;

(ബി) എങ്കിൽ ആഫീസുകൾ തിരിച്ച് വിശദവിവരം നൽകാമോ ;

(സി) ഏതൊക്കെ തസ്തികകൾക്ക് വേണ്ടിയാണ് റാങ്ക് ലിസ്റ്റുകൾ നിലിവിലുള്ളതെന്ന് വിശദമാക്കാമോ ;

(ഡി) കെ. എസ്. ഇ. ബി. യിൽ തേർഡ് ഗ്രേഡ് ഓവർസീയർ തസ്തികയ്ക്കുവേണ്ടി റാങ്ക് ലിസ്റ്റ് നിലവിലുണ്ടോ ; ഉണ്ടെങ്കിൽ എത്രപേരെ നിയമിച്ചുവെന്നും എത്രപേരെ ഇനിയും നിയമിക്കാനുണ്ടെന്നും വ്യക്തമാക്കാമോ ;

(ഇ) റാങ്ക് ലിസ്റ്റിലുള്ള മുഴുവൻ പേർക്കും നിയമനം ലഭിക്കാൻ ആവശ്യമായ നടപടി സ്വീകരിക്കുന്ന കാര്യം പരിഗണിക്കാമോ ?

ഉത്തരം

(എ) 1018

(ബി) സംസ്ഥാനാടിസ്ഥാനത്തിലും ജില്ല തിരിച്ചുമുള്ള കണക്ക് ചുവടെ ചേർക്കുന്നു.

† അനുബന്ധം - XII

LIBRARY ARCHIVES Kerala Legislative Assembly

അനുബന്ധം XII

[19-2-2001-ലെ നക്ഷത്ര ചിഹ്നമിടാത്ത ചോദ്യം നമ്പർ 26 (26)-ന്റെ ഉത്തരം ദയവായി കാണുക]

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES-SHEME FOR THE COMPASSIONATE EMPLOYMENT OF THE DEPEDENTS OF GOVERNMENT SERVANTS WHO DIE IN HARNESS-MODIFIED- ORDERS ISSUED

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE—C) DEPARTMENT

G.O. (P) No. 12/99/P&ARD *Dated, Thiruvananthapuram, 24th May, 1999.*

Read:— 1. G.O.(Ms) No. 20/70/PD dated 21-1-1970.
2. G.O. (P) No. 7/95/P&ARD dated 30-3-1995.
3. Judgement in OP.No. 10287/95 dated 26-7-1995 of the Hon'ble High Court of Kerala.
4. G.O. (P) No. 21/95/P&ARD dated 21-10-1995.
5. G.O. (P) No. 14/96/P&ARD dated 25-3-1996.
6. G.O.(P) No. 23/96/P&ARD dated 10-7-1996.
7. G.O. (P) No. 39/96/P&ARD dated 29-11-1996.
8. G.O. (P) No. 4/97/P&ARD dated 12-2-1997.
9. G.O. (P) No. 1/98/P&ARD dated 5-1-1998.

ORDER

As per the Government order read as Ist Paper above, Government have introduced a scheme to provide employment assistance to the dependent of Government Servants who die in harness. The intention of the schemes was to provide expeditious relief to the immediate family of the deceasee Government Servants, who will suffer in the absence of such a relief. Severd relaxations and restrictions have taken place over the past 29 years to the scheme and rules. This scheme was liberalised last as per G.O. read as 2nd paper above. While disposing OP No. 10287 of 1995, the Hon.ble High Court has observed that the provisions contained in G. O. (P) No. 7/95/ P&ARD dated 30-3-1995 regulating the scheme contravene the instructions issued by the Hon'ble Supreme Court of India in two of their judgments, and

LIBRARY ARCHIVES Kerala Legislative Assembly

directed the Government to revise the scheme adhering to the rules enunciated by the Supreme Court.

2. Government have considered in detail all the relevant aspects are now pleased to issue the following orders, in supersession of all the existing orders, to regulate the appointment under the compassionate employment scheme.

Date of effect

3. Applications received on or after the date of issue of this order shall be disposed of in accordance with these orders. Pending applications as on the date of this order shall be dealt with as per the earlier orders.

Eligibility

4. Applications from dependents of Governments Servants who die in harness will be considered for employment assistance under the scheme. 'Government Servants' shall include contingent and work establishment personnel, part-time employees, N.M.R. workers, Seasonal employees under various Government Departments, Permanent, Labourers of the Agriculture Department and Panchayat employees.

5. Dependents of the employees of the Municipalities and Corporations who die in harness will also be eligible for employment assistance on the pattern of this scheme. However, their appointment shall be confined to the Municipalities and Corporations only.

6. Dependents of Government Servants missing while in service, if it is not proved otherwise as laid down in section 108 of the Indian Evidence Act, will be eligible for employment assistance under the scheme tracting that the incumbent had dies while in service.

7. Dependents of Government Servants who die in harness irrespective of the circumstances of the death (including suicide) will be eligible for employment assistance under the scheme.

8. Dependents of Government Servants who have availed themselves of invalid pension and in whose case death takes place before the normal date of superannuation shall also be eligible for employment assistance under the scheme.

9. The scheme is not applicable to the employees of private colleges.

LIBRARY ARCHIVES Kerala Legislative Assembly

10. (a) Employment assistance under the scheme shall not be available to the dependents of Government Servants who are allowed to continue in service beyond superannuation either by extension of service or by reemployment and in whose case the death takes place after the normal date of retirement or superannuation.

(b) The dependents of the teaching staff of all educational institutions (including principles of Colleges) who on completion of the age of 55 years during the course of an academic year continue in service, under Rule 60 (c) Kerala Service Rules, Part I, till the last day of the month in which the academic year ends and who die during the period of such continuance will be eligible for the employment assistance under the scheme.

11. Dependents of Government Servents who have retired voluntarily and in whose case death takes place before the normal date of superannuation shall not be eligible for the employment assistance under the scheme.

Family income

12. The maximum income of the family of the deceased Government Servant should not exceed Rs. 1,50,000 (Rupees One lakh and fifty thousand only) per annum to make a dependent eligible for the Compassionate Employment and this limit will be revised from time to time.

13. Family income to be reckoned is the actual income available to all members of the family from all sources other than family pension. Income from the properties of the members of the family should also be reckoned. Income of the married sons and daughters and other members of the family living separately shall not be reckoned for calculating the family income. In case of disputes on income, the case shall be referred to the concerned District Collector and the income reported by the Collector shall be accepted as the actual income. When salary based income is calculated the pay including all allowances except Travelling Allowance shall be reckoned for the purpose. For this purpose, necessary amendments in the guidelines in G.O (Ms) No. 192/85/RD dated 23-3-1985 will be issued, separately.

Dependents

14. (a) Only one dependent will be given employment assistance under the scheme in the event of the death of a Government Servant. Employment assistance shall be given to the widow/widower, son, daughter in the said order of priority. Son and daughter shall include adopted son and

LIBRARY ARCHIVES Kerala Legislative Assembly

adopted daughter respectively and will rank after son/daughter. No other dependent shall be eligible or given appointment under the scheme.

(b) Whenever there is a dispute between the claim of two dependents, the person recommended by the widow/widower of the deceased Government Servant will be preferred.

(c) In the case of dependents other then widow/widower, the consent of the widow/widower shall invariably be obtained.

Minimum Service

15. There shall be no minimum service restriction. Dependents of those Government Servants who are regularly appointed and employed in Government service be eligible for the benefit of the scheme irrespctive of the length of service.

Category of appointment

16. Appointment under the scheme will be limited to Class III & Class IV posts in the Subordinate Service, Last Grade Service, and in Part-time Contingent Service to which direct recruitment is one of the methods of appointment. In the case of posts for which different methods of appointment are prescribed, the appointment under the scheme shall be set off against the quota earmarked for direct recruitment.

Qualification for Posts

17. The qualification prescribed for direct recruitment to the post will apply. No relaxation in the qualifications will be allowed under the scheme.

Age limit

18. In the case of appointment to widow/widower and in the case of appointment to part-time contingent posts, there shall be no upper age restriction i.e., applicants shall be given appointment upto the age of retirement. In all other cases the upper age limit prescribed for direct recruitment to the post shall apply.

Time limit for preferring application

19. The time limit for preferring applications under the scheme will be 2 years from the date of death of Government Servants. In the case of minor, the period will be within 3 years after attaining majority.

LIBRARY ARCHIVES Kerala Legislative Assembly

Procedure for appointment

20. Applications for appointment from dependents of Government Servants who die-in-harness will be entertained only in the prescribed form given in Appendix 'A' with a court fee stamp of Rs. 2 affixed thereon. The applications shall be submitted in the office where the Government Servants had last worked. Legal heirship certificate issued by the Tahsildar concerned, income certificate and death certificate should invariably be enclosed with the application. An applicant under the Compassionate Employment Scheme will be permitted to indicate the order of priority of the posts applied for. To the extent possible this order of priority will be accepted. However, if this is not possible the applicant will be appointed to any available vacancy in any of the subordinate services.

21. A checklist as in Appendix 'B' will be adopted by Heads of Departments/District Collectors for making reports to Government on the application for employment under the scheme.

22. Verification of character and other formalities to be allowed in the case of direct recruitment shall be followed in the case of appointment under this scheme also.

23. (a) Proposals for appointments under the scheme to be made in the departments other than those in Secretariat will be processed and orders issued by the concerned Administrative Department in the Secretariat. The Administrative Department will issue only an order sanctioning the appointment of the candidate and the formal appointment order will be issued by the concerned Appointing Authority.

(b) In respect of appointments to be made in the Administrative Secretariat, Finance Department and Law Department, the proposals will be processed by the concerned Administrative Department of the Secretariat but the final orders will be issued by the Administrative Secretariat, Finance Department and the Law Department as the case may be. In such cases sanction for the appointment need not be issued, instead formal appointment order itself may be issued.

General

24. Candidate appointed under the scheme should produce an attested copy of photograph at the time of joining duty.

25. Appointment once offered and the post once applied for shall be allowed to be charged if the request for change is made within the time limit prescribed in para 19 above.

LIBRARY ARCHIVES Kerala Legislative Assembly

26. Applicant will have the right to withdraw his/her application at any time within the time limit before the job is aceepted, so as to enable another dependent of the family to make his/her application for employment assistance.

27. The appointment given under the scheme will be cancelled if and when it is found that there was misrepresentation or suppression of material facts on the part of the applicant while submitting application.

28. Candidates appointed under the scheme will have the option to choose any district for appointment, and in case they are appointed in a district other than the district of option, they will be transferred to the district of option at the earliest opportunity without loss of seniority.

29. The five year rule prescribed for inter-district transfer of district wise recruits will be made applicable to persons appointed under this scheme only after the candidate is posted to the district of his choice.

30. Appointment of dependents in general category posts such as Lower Division Clerk, Lower Division Typist, Peon etc., will be made in the concerned Department itself against an existing or arising vacancy.

31. If vacancies of Lower Division Clerk is not available and the applicant is qualified for appointment as Lower Division Typist, he will be appointed as Typist-Clerk against an existing vacancy of Lower Division Typist and given category change as Lower Division Clerk without loss of seniority, based on his option, adopting the general Pattern regarding category change in the case of appointments under the Compassionate Employment Scheme also, i. e., the Typist-Clerk appointed under Compassionate Employment Scheme will remain as Typist-Clerk for a period of five years before category change is allowed.

32. If a vacancy of Peon is not available in the Department to accommodate a dependent and if there is vacancy and the applicant is willing, he will be appointed in part-time contingent post. Such persons will be allowed change of appointment as Peon prospectively at the earliest opportunity.

33. If none of the alternatives mentioned in paras 30, 31, or 32 above is possible for want of vacancies, such cases shall be referred to the General Administration (C. E. Cell) Department for allotment of vacancies.

34. For allotment of vacancies under para, 33 above, 5% vacancies in the categories of Lower Division Clerk, Lower Division Typist and Peon arising every year will be reported by all Heads of Departments/Appointing Authorities to the General Administration (C. E. Cell) Department.

LIBRARY ARCHIVES Kerala Legislative Assembly

35. 5% vacancies of Assistant Grade II including Legal Assistant Grade II in the Secretariat (Administrative Secretariat), Finance Department, Law Department and office of the Advocate General, and 5% vacancies of Auditor Grade II in the Local Fund Audit Department will be reserved and reported to the General Administration (C. E. Cell) Department for allotment of vacancies to the candidates possessing graduation and post graduation qualifications. The dependents of Government Servants in Secretariat, Office of the Advocate General and Local Fund Audit Department having the requisite qualification will be appointed as Assistant Grade II/Legal Assistant Grade II/Auditor Grade II in an existing or arising vacancy in the concerned department and such appointment shall not be set off against the 5% vacancies reserved and reported to the General Administration (C. E. Cell) Department.

36. 5% vacancies of Village Extension Officer and Lady Village Extension Officer in the Rural Development Department and 5% vacancies of Lower Division Compiler in Bureaue of Economics and Statistics Department will be reserved and reported to the General Administration (C E Cell) Department for allotment under the scheme, to qualified dependents.

37. 10% vacancies of Police Constable, Excise Guard, Forest Guard and Jail Warder will be reserved and reported to the General Administration (C E Cell) Department for allotment to qualified hands.

38. The dependents of Government Servants in any of the Departments of Rural Development, Bureaue of Economics and Statistics, Police, Excise, Forest and Jail applying for the posts of Village Extension Officer/Lady Village Extension Officer, Lower Division Compiler, Police Constable, Excise Guard, Forest Guard and Jail Warder respectively will be appointed in the concerned Department in existing or arising vacancies, provided they possess the requisite qualifications, without consulting the general Administration (C.E.Cell) Department. Such appointment shall not be set off against the vacancies reserved and reported to the General Administration (C.E.Cell) Department.

39. Employment assistance under the scheme will be given only on fulfilment of the conditions stipulated in these orders. Appointment under the scheme shall be given only to one eligible dependent of the Government Servant. In cases, where appointment is in a Department other than the

LIBRARY ARCHIVES Kerala Legislative Assembly

Department where the deceased Government servant had worked and the vacancy is not one against by the General Administration (C. E. Cell) Department, prior concurrence of the concerned Administrative Department should be obtained before orders are issued.

40. Government will have the right to cancel the order sanctioning the appointment of persons under the compassionate employment scheme if after the issue of the order it is seen on examination that the orders were issued erroneously.

41. As the scheme is intended to help the bereaved family of the deceased Government servant, the application for employment assistance should be processed at all stages and at all levels with a sense of urgency. Enquiry reports of the District Collectors should be finalised and submitted within six weeks. A register in the proforma in Appendix 'C' will be maintained in the Collectorates to watch the receipt and disposal of applications.

42. The details of applications received from the dependents of the deceased employees and the details of appointment given will be entered in the Service Book of the deceased employees and also in the establishment register of the office in which the deceased employee last worked and the fact should be attested by the Head of Office/Head of Department. Every Administrative Department of the Secretariat shall also maintain register in the proforma in Appendix 'D' in which applications received for employees assistance under the scheme shall be entered so that it will be easy to watch the progress of action and to furnish information on L.A.questions.

43. The files relating to issue of sanction for appointments of Government servants dying-in-harness should be closed as Manuscript (MS) series so as to retain them permanently.

By order of the Governor,

DHARAM VEER,
Secretary to Government.

To

All Heads of Department/Appointing Authorities and Offices.

All District Collectors.

All Departments (all sections) of the Secretariat including Law and Finance.

LIBRARY ARCHIVES Kerala Legislative Assembly

All Officers of the Secretariat.

The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram (with C. L)

The Secretary, Kerala Public Service Commission (with C.L)

The Registrar, High Court of Kerala, Ernakulam (with C.L)

The Registrar, University of Kerala/Kochi/Kozhikode/Kannur (with C.L)

The Registrar, Mahatma Gandhi University, Kottayam (with C.L)

The Registrar, Kerala Agricultural University, Thrissur (with C.L)

The Registrar, Sree Sankaracharya University of Sanskrit, Kalady. Ernakulam (with C.L)

The Secretary, Legislature Secretariat (with C.L)

The General manager, K. S. R. T. C., Thiruvananthapuram (with C.L)

The Secretary, K. S. E. B., Thiruvananthapuram (with C.L)

The Private Secretaries to the Chief Minister and other Ministers.

The Private Secretary to the Leader of Opposition, Contonment House,Thiruvananthapuram.

The Private Secretary to the Speaker/Deputy Speaker, Legislative Assembly, Thiruvananthapuram.

The Private Secretary to the Governor, Raj Bhavan, Thiruvananthapuram.

The Advocate General, Ernakulam.

The Additional Secretary to the Chief Secretary.

The Director of Public Relations.

Stock File.

948/2010

LIBRARY ARCHIVES Kerala Legislative Assembly

APPENDIX A

(A Court Fee Stamp of Rupees two should be affixed of the Application Form)

Form of Application for Employment under the Scheme for the compassionate Employment of the dependents of Government Servants Dying-in-harness contemplated in G. O. (P) 12/99 P&ARD dated 24-5-1999.

1. Name and full Postal address of the applicant indicatiing the name of the District :
2. Name, full residential address and details of appointment last held by the Government Servant together with details of the date of entry in service, office and Department where worked immediately before death etc. :
3. Relationship of the applicant to the Government Servant who died-in harness :
4. Total continuous service put in by the deceased Government Servant with dates of birth and death :
5. Details of the members in the family of the deceased Government Servant together with the name, age occupation and relationship of each with the deceased :
6. Total annual family income of the deceased Government Servant (certificate from concerned authority should be attached) :
7. Applicant's age and date of birth (attested copy of the relevant school records or other relevant records should be attached) :
8. Educational qualifications and experience if any, gained (attested copy of the certificate to be attached) :

LIBRARY ARCHIVES Kerala Legislative Assembly

9. Physical measurements fitness (Need be filled by the applicant who apply for the posts of Police Constable, Excise Guard, Forest Guard or Jail Warder) :
   Height :
   Chest — Normal :
   Expanded :
   (To be supported by a certificate from a Medical Officer in Government Service)

10. Whether the applicant is married or single ? :

11. Whether the applicant or any other dependent of the deceased Government Servant had applied for the benefits under the scheme earlier ? :
    (if so give details)

12. Whether any other dependent of the deceased Government Servant has availed of the benefit of employment under the scheme previously? :

13. Name of posts for which appointment is sought in the order of preference :

14. The District chosen by the applicant :

DECLARATION

I ..... do hereby declare that the particulars given above are ture to the best of my knowledge and belief. I also agree to the appointment secured by me under the scheme being terminated without notice in the event of finding any misrepresentation or suppression of material parts on my part.

Place : *Signature of applicant*

Date :

LIBRARY ARCHIVES Kerala Legislative Assembly

APPENDIX B

Check list of points to be looked into for appointment of Dependents of Government Servants Dying-in-harness

1. Name and designation of the deceased Government Servant :

2. Total service put in by the deceased Government Servant
   (i) Date of birth of the Government Servant :
   (ii) Date of entry in service :
   (iii) Date of Death :

3. Details of members in the family (Name, date of birth, marital status and occupation, if any) :

4. Total annual family income of the deceased Government Servant :

5. Date of receipt of the application from whom the application is received :

6. Name and relationship of the person to be considered for appointment :

7. Applicant's age and date of birth :

8. Qualifications of the candidate as represented and reported
   (a) Educational qualification :
   (b) Physical measurement (In the case of Posts such as Police Constable, Excise Guard, Forest Guard or Jail Warder) :
   Height :
   Chest—Normal :
   Expanded :

9. Post for which the applicant is qualified :

10. Other points for consideration if any :

11. Recommendation of the Head of Department/Collector :

12. Whether any dependent of the deceased Employee was given appointment under the scheme. If so, details of appointment given :

LIBRARY ARCHIVES Kerala Legislative Assembly

APPENDIX C

1.	Serial Number	:
2.	Reference number if any, date and from whom received	:
3.	Current Number	:
4.	Date of receipt by Clerk	:
5.	Name and designation of the deceased Government Servant and the Department in which the deceased was working	:
6.	Name and address of the applicant	:
7.	Reference issued to whom for enquiry report and date	:
8.	Date of receipt of the enquiry report	:
9.	Report sent to whom and date	:
10.	Nature of disposal	:

APPENDIX D

1.	Serial Number	:
2.	Name and address of the applicant	:
3.	Name of the deceased employee and the Department or office (institution) where he/she was working	:
4.	Date of receipt of application	:
5.	Current Number	:
6.	How disposed of (if appointment given details thereof)	:

LIBRARY ARCHIVES Kerala Legislative Assembly